

**MENOMINEE COUNTY/TOWN OF MENOMINEE  
POSITION DESCRIPTION**

<b>Position Title:</b> Clinical Coordinator	<b>Department:</b> Human Services	<b>Division/Section:</b> Clinical/Behavioral Health
<b>Classification:</b> Full Time-Salaried/Exempt Grade XVII Or a Contractual Agreement can be considered	<b>Salary:</b> LMFT, LCSW, LPC, AODA Independent Supervisor (desired) \$55,057 - \$65,083	<b>Supervisor:</b>  Clinical/Behavioral Health Manager
<b>Supervision Exercised:</b> Licensed/Pre-Licensed Clinical Services Providers, Interns	<b>Posting Date:</b> Thursday 12/6/18	<b>Deadline Date to Apply:</b> Friday 1/4/19
<b>Position Summary:</b> Provide clinical supervision to a staff of Therapists, Community Support Professionals, Crisis Workers, and Case Managers whom provides screening, assessment, treatment, case management, support and recovery-based services to individuals, children, youth, and families involved with, or recently involved with, crisis services, community support programs, case management services and AODA treatment.		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide clinical supervision to pre-licensed therapists and serve as a resource to licensed therapists on clinical issues, ensuring program operations are effective, legal, ethical, and culturally competent.
- Train counselors and other program personnel as necessary in treatment protocols, evidenced based practices, and treatment plan development.
- Train counselors on clinical intervention strategies, treatment planning and behavioral health screenings as necessary for excellent service delivery standards
- Assess professional capabilities of licensed counselors who provide behavioral health services
- Oversee the assessment, planning, and provision of services by the clinical unit and may serve as a liaison to contracted mental health programs if needed
- Oversee and approve clinical treatment plans and crisis plans to reflect the needs of the targeted population and consistency of treatment services.
- Review clinical treatment plans, crisis plans and approve changes as required
- Conduct case conferences with counselors, managers and other clinical staff weekly. Review and sign off on all case records required for compliance with all Federal, State, County, or funders, for counseling staff.
- Provide individual, family and group counseling, intake and assessment, crisis intervention, drop-in, and follow-up services at office, local schools and/or by phone. Carry an ongoing caseload.
- Provide weekly, individual, clinical supervision to assigned psychotherapists, offering expertise and guidance in a variety of treatment modalities.
- Participates in case conferences with clinic team regarding disposition of all admissions, ongoing and case closings.
- Develop and maintain positive relations with community partners while utilizing agency/community programs and services in effort to provide a continuum of care.
- Maintain case records in an accurate and timely manner per all State, Federal and Menominee County requirements.
- Meet with Unit Manager on a regular basis and attend required meetings, consultations and trainings.
- Assist in training of Mental Health staff and Interns as assigned by manager.
- Represent Menominee County Human Services at meetings as requested by manager.
- May provide after hours, on-call clinical supervision and consultation with on-call supervisor or Intervention Services Supervisor
- Assist the Unit Manager, Intervention Services Supervisor and Executive Director with staff and program development as needed.
- Other duties as assigned by manager.

**MINIMUM QUALIFICATIONS:**

- Requires MS/MA in Psychology, Social Work, Human Services, Counseling or related field. A master's degree in social work or a human services related field is preferred.
- Must be licensed in the State of Wisconsin as one of the following: Marriage and Family Therapist [LMFT], Clinical Social Worker [LCSW], Professional Counselor [LPC]. Certified Substance Abuse Counselor and/or Independent Clinical Supervisor preferred.
- Requires five (5) years of post-license work experience in the delivery and coordination services which provides the required knowledge, skills and abilities for this position. Three (3) years of supervisory experience desired.

- Three thousand (3,000) hours of supervised clinical practice experience in a practice where; the majority of clients are adults with chronic mental illness.
- Must be able to obtain a Clinical Coordinator certification/approval by the Wisconsin Department of Health Services/Division of Quality Assurance in accordance with Wisconsin statutes [DHS 63.06\(2\)\(c\)](#)
- Computer experience and data entry.
- Must possess professional communication, writing, interpersonal and organizational skills.
- Possession of a valid Wisconsin driver's license and access to an owned, insured vehicle and provided evidence of meeting such requirement on a continual basis, must have a good driving record
- Must possess and maintain a personal cellular or home telephone.
- Availability to provide emergency consultation during evening and weekend hours if needed.
- Proof of any education, training or experience will be requested.

**NECESSARY KNOWLEDGE/SKILLS/ABILITIES:**

- Preparing numerical, assessment and/or narrative management reports and/or client records/files.
- Oral, written communication and making presentations to groups and individuals.
- Establishing and maintaining effective working relationships with supervisors, county managers, provider organizations, program participants, representatives of other governmental agencies, unit personnel and other professionals in the field.
- Delegating, supervising, coordinating and monitoring the activities of assigned program staff.
- Understanding case management, assessment, planning and monitoring principles for clients requiring services and for coordinating interventions and services with other professionals, agencies and providers.
- Ability to monitor and implement interventions in accordance with appropriate statutes, laws, rules, department policies and procedures.
- Collaborating and coordinating program services with other managers both within the County and other outside agencies to coordinate services and resources in better meeting the needs of clients.
- Understanding of Human Services Programs and court systems.
- Social work methods and principles; interviewing skills; Ethics and Boundaries and code of conduct
- Administrative, managerial and supervisory practices; budgeting, planning, program analysis as needed.
- Use of community resources and create new resources with emphasis on access to these services.
- To work independently with sound organizational, decision-making and problem-solving skills.
- Concentrate on details to ensure accuracy and to utilize appropriate and sensitive discretion in dealing with confidential or sensitive materials, communications and situations.
- Apply oral and written professional communication skills; write reports and correspondence.
- Establish good working relationships with a diverse array of professional disciplines and personalities.
- Cope with time-pressured deadlines, successfully adapt to changes; handle emergency situations.
- Office practices, security, and equipment; use of Business English, spelling, grammar and general mathematical skills.
- Drive in and out of County to carry out responsibilities and to attend training/meetings and some overnight stays.

**PHYSICAL DEMANDS:** To perform and function in situations encountered in a normal office setting. No physical limitations that would impair mobility or restrict ability to lift and carry a minimum of 30 pounds; sit down/get up or bend/stoop; frequently climb flights of stairs; sit for a number of consecutive hours; concentrate on precise and critical information; operate/drive a car; requires manual dexterity sufficient to operate standard office equipment.

No limitations that would impair or restrict ability to hear and understand communication or to communicate with others, to comprehend oral or written instructions, and to read manuals, forms, and other documentation.

No limitations that would impair or restrict ability to make visual observations, i.e. nonverbal cues, possible hostile/confrontational situations, discriminate different shades of color

**MENTAL DEMANDS:**

Must be able to analyze many variables and choose the most effective course of action for the organization at any given point in time. Personal maturity is an important attribute. Must be able to resolve problems, and make effective decisions under pressure. Must have a long attention span in order to listen to people, perceive the real problems and bring issues to a successful conclusion. Must relate and interact with people at all levels. Must be culturally sensitive. Stressful factors include the on-going intensity of involvement with clients, personnel issues, and the provision of services in a

sometimes unfavorable and difficult environment; a varied schedule, handling complaints/grievances, frequent travel, and travel in inclement weather.

**PERSONAL CHARACTERISTICS:**

Appearance should be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, sensitivity to feelings & ideas; a willingness to give and sustain help; dependable, reliable, flexible, integrity, insight, imagination, and creativity.

**AUTHORITY:**

This position description is an illustration of the duties and responsibilities of this position and is not intended to be all inclusive.

Executive Director and/or Board reserves the right to add or remove duties and to assign other duties as necessary.

**Special Note:**

A thorough background check will be conducted as part of the hiring process to determine whether the circumstances of any conviction or pending charge may be related to the job being filled. Confidentiality is mandatory in all aspects of the job.

**BENEFITS:** To see a summary of Menominee County's benefits, visit Menominee County's website at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) and click on the "Career Opportunities" tab appearing in the left margin of the home page.

**APPLICATION PROCESS:**

A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) under the "Career Opportunities" tab appearing in the left margin of the home page);
- Current resume;
- Two professional letters of reference and one personal letter of reference;
- Copy of college transcripts (official "stamped" copies due prior to start date if offered the position);
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse  
Attn: Human Resources  
P.O. Box 279  
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

*Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*